
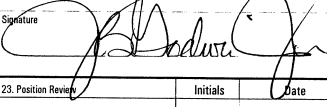


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL11951			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 0605	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non-Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management								Initials	
b. Department, Agency or Establishment								Date	
c. Second Level Review									
d. First Level Review		Secretary (Office Automation)		GS		0318		06	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Office of the Commander (C)					
a. First Subdivision US Army Materiel Command (AMC)				d. Fourth Subdivision Office of the Chief of Staff (CS)					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision Administrative Operations Division (CSA)					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor JEAN BURMESTER, Chier, Administrative Operations Division				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 				Date 8/9/00		Signature  Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS-0318, Jan 79; USOPM PCS Office Automation GEG, Nov 90					
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, CHIEF OF STAFF				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 				Date 8/9/00					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
Position is at full performance level									
BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

### Introduction

The primary purpose for the establishment of this position is to serve as the principal office assistant, performing administrative and clerical duties in support of JSIMS, which is a moderately complex organization, where there is a system of formal internal procedures and administrative controls. The secretary must exercise continuous attention to the coordination among internal or external work units, including STRICOM Command Group.

### Major Duties

Prepares correspondence, reports and other documents. May review work prepared by other clerical staff. Accurately types correspondence, reports or similar materials from handwritten or electronic drafts using a word processor. Ensures correct grammar, spelling, capitalization, punctuation, and appropriate format in work prepared by self and others. Returns material needing correction to the originator when necessary. Ensures that requirements for classified material are accurately followed, where applicable.

Schedules meetings, appointments, and conferences in accordance with instructions from supervisor. Reminds supervisor and others of scheduled events to ensure prompt and timely attendance. Makes calendar available to supervisor and others to minimize conflicts in scheduling. Contacts other personnel to attend meetings in lieu of supervisor, when necessary.

Receives visitors and phone calls. Accurately determines nature of request and refers callers or visitors to appropriate staff. Personally answers routine questions in a timely and accurate manner and provides accurate information when routine procedural matters are involved.

Reads and processes incoming correspondence and material. Thoroughly screens material prior to distribution for suspense dates, establishes controls and follows up on responses which are due. Ensures correspondence is properly routed in a timely manner.

Makes travel arrangements. Makes travel arrangements based on general travel intentions, known preferences of traveler and in accordance with appropriate travel regulations. Schedules transportation, hotel/Government quarters reservations in a timely manner. Effectively deals with security issues. Accurately prepares travel orders and travel vouchers. Maintains contact with travelers. May maintain reports on travel fund issues.

Prepares and consolidates time and attendance data. Maintains accurate time and attendance records. Accurately prepares time and attendance data in a timely manner and in accordance with established procedures and regulatory guidance. Transmits time and attendance data to payroll in a timely manner.

Schedules in-house conferences and meetings in the local area. Also schedules large meetings and conferences, possibly at distant locations. Attends function to assist in administrative details as necessary. Effectively schedules conferences and meetings. Time, location and attendees are established according to specific guidance. Ensures that all required materials and services are provided in a timely manner. Accurately and promptly prepares and distributes agenda. Attends staff meetings and conferences to take notes or minutes. Promptly prepares minutes and distributes as required. Suspends the appropriate office and follows up on action items in a timely manner.

75%

### Performs office automation duties

Uses a variety of office automation software in support of the organization. Effectively enhances the ability of the office to support overall mission requirements through performance of one or more of the following:

- Develops methods for automating administrative reports considering the interrelationships of reports and multiple uses of data
- Determines the best software type for each report such as database or spreadsheet.
- Determines data categories to be established, sorting and calculating functions to be performed and procedures for entering and retrieving data.
- Uses graphics software to provide graphic symbols, charts, and graphs for viewgraphs or paper presentations.
- Accurately and promptly transmits and receives documents and messages electronically using PCs or workstations. 25%

**Factor 1, Knowledge Required by the Position - Level 1-4 -- 550 Points**

- Knowledge of standard office equipment such as PCs, graphics, spreadsheets, database management, etc. typewriters, copies, fax machines, etc., to perform routine clerical and administrative functions.
- Skill in typing. A qualified typist is required.

**Work Situation**

The secretary serves as principal administrative support position in an organization of moderate size and complexity. The supervisor directs the staff through intermediate layers. Subordinate groups differ in such aspects as subject matter, functions, relationships with other organizations, and administrative demands in such ways as to place significant demands on the secretarial position.

- Knowledge of the duties, priorities, commitments and program goals of the staff sufficient to perform assignments such as reviewing publications, directives and other materials which may affect the organization and taking appropriate follow up actions, and to anticipate and prepare materials the supervisor needs in order to respond to correspondence or callers.
- Knowledge of substantive programs of the immediate and subordinate organizations as they relate to the clerical and administrative functions of the office.
- Knowledge of a variety of procedures to advise other clerks or secretaries or staff members of the appropriate procedures used in various situations.

**Factor 2, Supervisor Controls - Level 2-3 -- 275 Points**

The supervisor defines the major priorities of the office and explains special assignments. The employee plans and carries out the day-to-day work of the office independently, referring only very unusual office problems to the supervisor or other staff. Much of the work cannot be reviewed in detail. The supervisory review is to ensure that the work of the office is processed promptly and completely in accordance with established procedures.

**Factor 3, Guidelines - Level 3-2 -- 125 Points**

Procedures for doing the work have been established and specific guidelines are available as needed for reference purposes. Guidelines include dictionaries, style manuals, agency instructions concerning such matters as correspondence procedures or time and leave regulations, and the operating policies of the supervisor. The secretary uses judgment in locating and selecting the appropriate guide, reference and procedures for application to specific cases, referring significant deviations or situations to which existing guides cannot be applied to the supervisor. The employee also determines which established alternatives to use.

**Factor 4, Complexity - Level 4-2 -- 75 points**

Employee performs full range of procedural duties in support of the office, including such duties as arranging travel and conferences for staff and providing follow up on requests for information. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among clearly recognizable situations.

**Factor 5, Scope and Effect - Level 5-2 -- 75 Points**

Incumbent ensures that the clerical and administrative portions of the supervisor's work are accomplished effectively, allowing the supervisor to concentrate on professional and managerial duties. The effectiveness of subordinate organizations is affected by the degree to which the supervisor's office runs smoothly.

**Factor 6, Personal Contacts - Level 6-2 -- 25 Points**

Personal contacts include visitors from other offices within JSIMS and STRICOM. Personal contacts may also include members of the general public seeking information on a variety of matters or others within the agency but outside of the immediately employing office.

**Factor 7, Purpose of Contacts - Level 7-2 -- 50 Points**

Incumbent plans and coordinates the work of the office. This includes contacts for the purpose of clarifying or exchanging information, scheduling and arranging meetings, making travel arrangements, and providing other office employees with guidance and help on applicable procedures.

**Factor 8, Physical Demands - Level 8-1 -- 05 Points**

The work is primarily sedentary.

**Factor 9, Work Environment - Level 9-1 -- 05 Points**

The work is performed in a typical office setting with adequate heat, light and ventilation.